

CD10-OWI-018

BASELINE

EFFECTIVE DATE: December 12, 2002

ORGANIZATIONAL ISSUANCE

CD10

FEDERAL CAREER INTERN PROGRAM PLAN

BASELINE

APPROVING
AUTHORITY

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

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1. PURPOSE

To recruit, and develop individuals for professional, administrative, and technical positions at Marshall Space Flight Center, Alabama.

2. APPLICABILITY

The MPG applies to all MSFC personnel involved in the recruitment of individuals for the Federal Career Intern Program Plan.

3. APPLICABLE DOCUMENTS

Executive Order 13162, Federal Career Intern Program,
Dated July 10, 2000

NPG 1441.1 NASA Records Retention Schedule

5 CFR 213.3202 (o) (6) (ii)

5 CFR 302

5 CFR 315.712

5 CFR 575

5 CFR 531.203 (b)

4. DEFINITIONS

OPM - Office of Personnel Management; Federal Agency with responsibility for regulating all aspects of Federal personnel programs.

PIP - Professional Intern Program

5. INSTRUCTIONS

A. NASA/MSFC Human Resources (HR) Department:

1. Implement the Program under the provisions of the citations shown under "Purpose".
2. Advise management on the proper use of the Program.

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3. Coordinate recruitment/interview schedule so that organizations recruit from appropriate sources.
 4. Distinguish between the candidates applying for the program, using job related criteria.
 5. Ensure adequate recruiting materials are available.
 6. Make tentative/final job offers.
 7. Maintain necessary files/records/documentation for review by OPM/NASA Headquarters.
 8. Accept applications in accordance with provisions of Part 6 of the plan.
- B. NASA/MSFC Selecting Officials:
1. Conduct interviews of candidates.
 2. Submit selections for vacancies to the Human Resources Department for offer of employment.
 3. Uphold merit system principles in interviewing/selecting candidates for positions.
 4. Develop a general training plan that will provide the intern with the competencies needed. This plan will be finalized in coordination with the PIP Coordinator.
- C. Delegation of Authority to Make Appointments:
- Employment offers will be made by authorized members of the Human Resources Department, NASA Marshall Space Flight Center, Alabama.

6. PROCEDURES

Source of Candidates:

When a decision is made to fill an administrative, technical, or professional position through the Federal Career Intern Program (FCIP), the HR official, in collaboration with the selecting official/subject matter expert, will identify the competencies needed in order for an individual to perform the work of the position and identify appropriate targeted recruitment sources of candidates with the appropriate background, skills, or education.

A. Formal Training Program:

Individuals given an excepted appointment under the FCIP will be required to successfully complete a two-year formal training/development program. The program will include structured activities, experiences and training which are designed to prepare the employee for higher-grade duties in the occupational/career field, and provide the appropriate identified competencies needed for conversion. These activities may include, but are

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not limited to, formal training classes, rotational or other job assignments, attendance at conferences and seminars, interagency assignments, or other approved activities.

B. Consideration of Applicants:

Because a myriad of job vacancies will be filled using the FCIP examining program, different recruitment approaches and procedures for accepting applications will be utilized, depending on the recruitment source/required competencies determined to be appropriate for each position. Therefore, a record will be kept in each case file documenting the determination of the appropriate recruitment source/required competencies for each position filled under the FCIP.

C. Examination of Applicants:

An evaluation of the qualifications of applicants for positions covered will be made only at that point when an actual vacancy is to be filled. The evaluation will include a determination of eligibility/ineligibility. Applicants will be evaluated in accordance with the procedures described in 5 CFR 302. Veterans preference will be applied accordingly.

D. Selection:

Selections will be made in accordance with 5 CFR 302.304 (b)(1). For positions at grade GS 9 and above, which are of a professional/scientific nature, selections will be made in accordance with 5 CFR 302.304 (b)(4)(ii). A successful candidate shall be appointed to a position in Schedule B of the excepted service.

E. Promotions:

During the internship period, individuals participating in the FCIP will be eligible for promotion to the next higher grade level in accordance with their training plan, assuming a current performance evaluation of "Meets Expectations" and upon recommendation of the supervisor.

F. Conversions and Terminations:

The appointment of a career intern will expire at the end of the 2-year internship period, plus any extensions. NASA/MSFC may, with no break in service, convert the intern to a career or career-conditional appointment in accordance with 5 CFR 315.712. If an employee is not converted to a career or career-conditional appointment, the career intern appointment terminates, unless specifically eligible for placement under 5 CFR 213.3202 (o)(6)(ii).

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G. Use of Recruitment Bonuses, etc.:

NASA/MSFC will make appropriate use of all recruiting/retention tools available by regulation, including recruitment bonuses, superior qualifications appointments, retention allowances, and student loan repayments, in accordance with 5 CFR 575, 5 CFR 531.203 (b), and local implementing policies.

H. Procedure for Filling Luevano Positions:

In those instances where a decision is made to fill a position covered by the Luevano consent degree through the use of the FCIP, NASA/MSFC will contract with OPM to administer the written examination or questionnaire portion of the examination process.

I. Establishing and Maintaining Case Files:

NASA/MSFC will ensure that maintenance of the records used to implement the FCIP, that are maintained as a system of records subject to the Privacy Act, is consistent with OPM's Government-wide system of records (OPM/GOVT-5) and the Privacy Act. NASA/MSFC will also adhere to OPM's schedule of records retention/disposition.

J. Evaluation of Program Plan:

NASA/MSFC will administer an internal accountability system to assure that the use of the FCIP is in compliance with law and merit system principles. The internal accountability system will be subject to regular periodic management review by OPM.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. APPENDICES, DATA, REPORTS, AND FORMS

None

10. RECORDS

Official MSFC recruitment files are records maintained in the Human Resources Department. Disposition is in

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accordance with NPG 1441.1, "NASA Records Retention Schedule" (NRRS), schedule 1/23.

11. TOOLS, EQUIPMENT, AND MATERIALS

None

12. PERSONNEL TRAINING AND CERTIFICATION

None

13. FLOW DIAGRAM

None